

Information Specialist

Centre for Digital Innovations in Health & Social Care



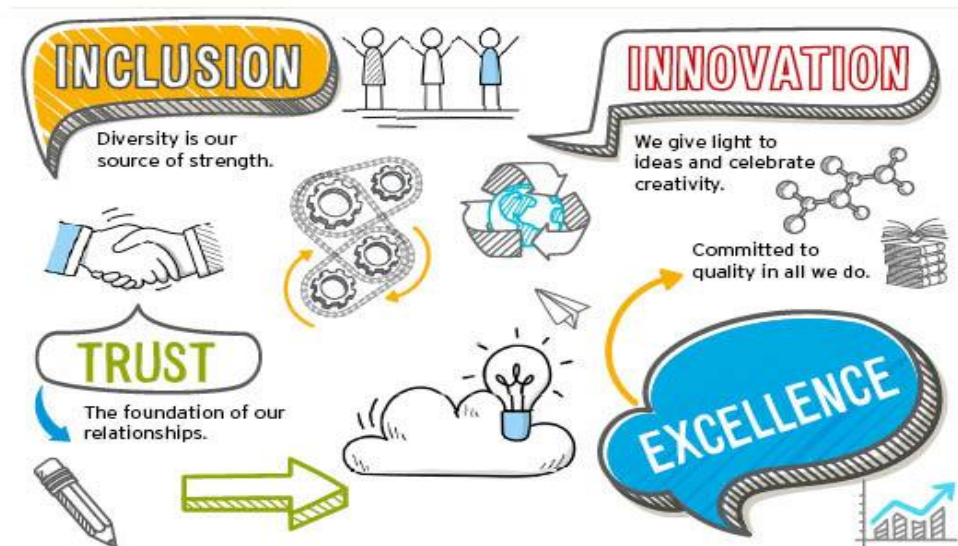
Brief summary of the role

Role title:	Information Specialist
Grade:	8
Faculty or Directorate:	Faculty of Health Studies
Service or Department:	Centre for Digital Innovations in Health & Social Care
Location:	Hybrid – home/office (Main Campus/Wolfson Centre for Applied Health Research) or fully office based if preferred
Reports to:	Professor Rebecca Randell
Responsible for:	
Work pattern:	Full time standard hours or flexible working (e.g. compressed hours) if preferred; willing to consider job share

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none"> • A postgraduate qualification in librarianship or information management, or equivalent experience
Desirable	<ul style="list-style-type: none"> •

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none"> • Substantial experience of searching health and social care databases • Experience in complex literature searching for evidence reviews • Knowledge of research methods for evidence reviews • Working knowledge of search methods and resources for evidence reviews • Experience of providing professional information services • Experience of delivering training to small groups or one-to-one
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	<ul style="list-style-type: none"> • Knowledge of reference management software, e.g. EndNote • Good time management and planning skills, with the ability to meet tight deadlines • Excellent written and verbal communication skills, including presentation skills and the ability to communicate effectively with a wide range of stakeholders • Sensitive and effective interpersonal skills • A proven ability to work well both individually and as part of a multidisciplinary team
Desirable	<ul style="list-style-type: none"> • Experience of publishing in peer-reviewed journals • Experience of contributing to research proposals • Experience of undertaking searches for realist reviews • Project management skills

Personal attributes

Essential	<ul style="list-style-type: none"> • Commitment to engage with and contribute to the aims and objectives of the University • Commitment to engagement in positive working relationships
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	<ul style="list-style-type: none">• Understanding of the University's commitment to Equality and Diversity• Committed to continuing personal/professional development
Desirable	<ul style="list-style-type: none">•

Thanks to Expanding Excellence in England funding, the University of Bradford's Centre for Digital Innovations in Health & Social Care is embarking on an exciting programme of rapid growth. We are seeking an Information Specialist to lead systematic literature searches to support Centre members to develop high quality research proposals and undertake systematic literature reviews.

This is an indefinite position. Applicants should possess a postgraduate qualification in librarianship, information management or related subject, or demonstrate equivalent experience. Additionally, candidates should have experience of undertaking complex literature searches and providing information skills training. A good understanding and application of literature search methods and resources used in evidence reviews is essential.

Main duties and responsibilities

Research

1. Take primary responsibility for tailored literature searches to support the development of Centre research proposals and delivery of research projects;
2. Communicate methods and results to colleagues, ensuring the content and presentation of information passes recognised standards of literature search best practice;
3. Contribute to the development of external research funding proposals;
4. Provide advice and expertise to shape the direction of objectives of the research during literature review project planning;
5. Monitor and evaluate relevant research to update expertise in literature searching, research information management and health information resources for evidence reviews;
6. Contribute to writing internationally leading academic outputs in the highest quality journals;
7. Contribute to proposals for internal funding and mentor early-stage researchers in undertaking literature searches.

Teaching

8. Support Centre MSc and PhD students in designing and undertaking systematic literature searches, ensuring that you take an inclusive and accessible approach;
9. Develop and deliver information skills training and advice to improve the efficiency of Centre staff undertaking information work, expanding delivery to the Faculty and wider University where appropriate.

Knowledge Exchange and Business & Community Engagement

10. Contribute to bidding for and delivering external consultancy where literature reviews may be appropriate.

General

11. Meet PDR objectives and maintain a personal development plan, utilising the Performance Development Review Scheme;
12. Contribute to the working life of the Faculty and University and wider academic community;
13. Contribute to the financial sustainability of the Faculty and wider University including identifying efficiencies, optimising resources and making savings;
14. Contribute to strategic and operational planning within the Faculty and wider University level and University ambitions including Athena SWAN and other external standards;
15. Demonstrate commitment to integrating and embedding equality, diversity and inclusion into core research and teaching practices to support the EDI Strategy.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.